



Message

From: Laycock, Kelly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EDF53496C8284A7D8153E0F312818DF1-LAYCOCK, KELLY]
Sent: 8/19/2020 2:28:30 PM
To: McGill, Thomas [Mcgill.Thomas@epa.gov]; Calli, Rosemary [Calli.Rosemary@epa.gov]
CC: Drake, Julie [Drake.Julie@epa.gov]
Subject: RE: next steps for routing documents

<!--[if lte mso 15 || CheckWebRef]-->

Laycock, Kelly has shared OneDrive for Business files with you. To view them, click the links below.

 FL Assumption 2020 Draft ConsulationOfferMiccosukee CLEAN.docx

 FL Assumption 2020 Draft ConsulationOfferPoarch CLEAN.docx

 FL Assumption 2020 Draft ConsulationOfferSeminole CLEAN.docx

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Julie,

I'm trying to trickle these documents based on priority. First email was BE, next was agency coordination letters, this one has the Tribal consultation letters. More to come!

Kelly Laycock
Wetlands Regulatory Section
U.S. Environmental Protection Agency
61 Forsyth St.
Atlanta GA, 30303
phone 404 562 9132

From: McGill, Thomas <Mcgill.Thomas@epa.gov>
Sent: Wednesday, August 19, 2020 9:15 AM
To: Calli, Rosemary <Calli.Rosemary@epa.gov>; Laycock, Kelly <Laycock.Kelly@epa.gov>
Cc: Drake, Julie <Drake.Julie@epa.gov>
Subject: next steps for routing documents

Rosemary and Kelly – We should start preparing to feed the correspondence letters to Julie that we'll need to route, but the documents need to be completely clean (no comment bubbles). Also, admin will need to review all MSWord attachments to the letters, so I suggest the first priority will be to give her access to the Biological Evaluation so she can start reviewing, and she can assist with changing "EPA" to "the EPA". Per our SOP we typically route the letters from the "Routing correspondence" folder on the branch sharepoint site, but if you think it's critical to keep the letters where they are I'm OK with that, but we'll need to expand access to everyone that's on the routing slip.

Julie – When you review the Biological Evaluation, please do not make any edits unless the language is clearly inconsistent with correspondence requirements. You'll need to add "the" before "EPA" but unless there are grammatical errors or other glaring problems please leave the language as is. Also, turn-on "Track Changes" so we can see all of the edits. Do not make any changes to formatting.

I'm in training but will have a break at noon in case there's anything we need to discuss.

Tom